AIR TRAFFIC ORGANIZATION

EN ROUTE AND OCEANIC SERVICES

CONFIGURATION CONTROL BOARD

CHARTER

In SUPPORT of

LIFE-CYCLE MANAGEMENT

of the

NATIONAL AIRSPACE SYSTEM

April 22, 2004

DRAFT

Approved by _____
NAS OPS CCB Co-Chairperson

Approved by _____
NAS OPS CCB Co-Chairperson

CCB Members Signature Page

_____   _____
Vice President, En Route & Oceanic Services   Date

_____   _____
Director, En Route & Oceanic Program Operations   Date

_____   _____
Director, En Route & Oceanic Safety & Operations Support   Date

_____   _____
Director, En Route & Oceanic Finance   Date

_____   _____
Director, En Route & Oceanic Planning   Date

_____   _____
Director, En Route & Oceanic Western Area Operations   Date

_____   _____
Director, En Route & Oceanic Central Area Operations   Date

_____   _____
Director, En Route & Oceanic Eastern Area Operations   Date

_____   _____
Manager, En Route & Oceanic Administration   Date

_____   _____
Director, Operations Planning, System Engineering   Date

_____   _____
Director, ATO Information Technology   Date

_____   _____
Manager, Safety Administration   Date

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**Air Traffic Organization
En Route & Oceanic Services
Configuration Control Board
Charter
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National Airspace System (NAS)**

1.0   INTRODUCTION

1.1   Purpose

This charter establishes the En Route & Oceanic Services Domain, Configuration Control Board (CCB) and assigns responsibility for establishing baselines and controlling changes to these baselines for the Configuration Items (CIs) listed in Appendix A. The charter was initially developed by Air Traffic Organization, Operations Planning (ATO-P) Configuration Management (CM) to provide guidelines and assign CIs. The CCB within the Service Organization is an integrated discipline to provide structured and streamlined control of the system development process. Life–cycle configuration management through the CCB ensures that all changes are visible, and provides consistency with technical and programmatic direction across all services and products. The CIs listed reflect the products that comprise the En Route & Oceanic Services Domain components of the Air Traffic Organization. Approval of this CCB Charter empowers the Domain CCB to approve all changes to the CIs listed in Appendix A throughout the life cycle of these products. A companion document, the CCB Operating Procedures, defines the procedures necessary to execute the responsibilities assigned in this Charter.

1.2   Authority

The CCB is authorized by the National Airspace System Operations (NAS OPS) CCB. The Domain CCB shall add newly assigned products to the CCB Charter as designated. This CCB's authority extends to the creation of subordinate CCBs and approval of the associated charters. Any subordinate Boards established within the Domain shall be reported to the NAS OPS CCB through Operations Planning CM, and their Charters submitted for review. Interface Requirements Documents (IRDs) are the responsibility of the NAS OPS CCB and will be submitted to the NAS OPS CCB for review and approval.

2.0   EN ROUTE & OCEANIC SERVICES CCB RESPONSIBILITIES

The responsibilities of the En Route & Oceanic Services CCB are:

a) Performing CCB functions as established in this charter in accordance with FAA Order 1800.66;

b) Submitting proposed changes to this Charter to the NAS OPS CCB, and subsequently implementing the approved changes;

c) Ensuring all subordinate CCBs have approved charters consistent in content and format. Subordinate CCB responsibility shall not exceed that of the Domain CCB;

d) Reporting establishment of subordinate CCBs to the NAS OPS CCB, and providing their Charters for review;

e) Approving proposed changes maintaining the CCB Operating Procedures;

f) Development and maintenance of the Domain CM Implementation Plans;

g) Identifying the configuration identification documentation, as well as identifying which documents comprise each of the Domain's subordinate baselines;

h) Developing plans and policies for the configuration management and evolution of the Domain system architecture throughout the life cycle of the system;

i) Ensuring that the specifications under the jurisdiction of the Domain CCB are approved in accordance with FAA Order 1800.66;

j) Ensuring that the specifications beyond the approval authority of the Domain CCB are elevated to the NAS OPS CCB;

k) Ensuring adherence to configuration control procedures in processing changes to the Domain configuration identification data and baselines;

l) Ensuring proposed changes are screened and all interface changes coordinated between responsible organizations prior to presentation to the CCB;

m) Reviewing, adjudicating, or transferring/elevating changes coming before the CCB. All proposed changes shall give consideration to improving safety, operational effectiveness; providing for adequate logistics support, and ensure significant life-cycle efficiency;

n) Documenting and tracking CCB actions and decisions in accordance with the processes and procedures as defined in the CCB Operating Procedures and the CM Implementation Plan;

o) Monitoring test results of approved changes against expected results, prior to approving integration of the change into the appropriate baseline. Discrepancies will be resolved and documented prior to baseline modification;

p) Ensuring the listing of Domain CIs in Appendix A remains current. NAS baselined CIs are contained in NAS-MD-001. This includes generation of case files to decommission NAS Systems or subsystems, which are removed entirely from the NAS inventory.

q) Reporting CM performance metrics for Domain CCBs to the NAS OPS CCB on a quarterly basis or at the request of the NAS OPS CCB.

3.0   EN ROUTE & OCEANIC SERVICES CCB PARTICIPANTS

Membership referenced in Appendix B:

    a.   CCB members may be required to attend more than one CCB session per month.

    b.   Ad Hoc Technical Advisors, Consultants, and Program Control Specialists will be invited as needed.

4.0   CCB ADMINISTRATION

The CCB Executive Secretariat shall be responsible for ensuring that changes are presented at CCB meetings. Secretariat responsibilities consists of coordinating and performing the administrative tasks related to the CCB, including, but not limited to:

    a.   Preparing agenda and formal meeting minutes.

    b.   Supporting the change processes and activities, including prescreening, must evaluation activities, including comments and their resolution.

    c.   Collecting metrics and reporting to the NAS OPS CCB.

    d.   Tracking and monitoring CCB action items and configuration control decision(s) (CCD) closure activities).

    e.   Ensuring all NCPs contain safety assessments, estimated cost and funding source information.

    f.   Submitting any unresolved comments to the Chairperson for resolution.

    g.   Supporting CM performance monitoring functions, under the authority of this CCB Charter and as described in the CCB Operating Procedures.

      h.   Ensuring all CM information is validated and entered into the FAA nationally approved CM database.

      i.   Elevating issues that cannot be resolved at the Domain CCB to the NAS OPS CCB for resolution.

5.0   CCB RECOMMENDATIONS AND DECISIONS

The CCB shall review, adjudicate or transfer/elevate proposed ECPs, NCPs, and Deviations and Waivers affecting its CIs or transfer proposed NCPs to other appropriate CCBs. The CCB shall reach a decision(s) after a period of presentation, discussion and/or debate, at which time the Chairperson may poll, the members for their position or recommendation. The CCB Chairperson shall make all final decision(s).

Decisions on NCPs shall be documented in a CCD prepared by the CCB Executive Secretariat, and signed by the CCB Chairperson(s). The CCD will include detailed implementation action items and the responsible organization(s). When completed the implementers shall notify the Executive Secretariat to ensure complete closeout.

6.0   CHANGES TO THE CCB CHARTER

This Charter shall be changed only with the approval of the NAS OPS CCB, upon the recommendation of the En Route & Oceanic Services Domain CCB.

7.0   DELEGATION OF CCB AUTHORITY

The CCB Chairperson may authorize another participant to act as a chairperson via memorandum to the CCB Executive Secretariat. CCB permanent members are responsible for ensuring they are represented at CCB meetings and may delegate specific authority by informing the CCB Chairperson(s).   Additionally, when time critical or urgent processing of a proposed change request is necessary, or in the event of other specific circumstances, the CCB Chairperson(s) may call an emergency CCB meeting or approve changes without benefit of a CCB meeting or member review.   Change requests processed outside the normal CCB process shall be documented and communicated to permanent members as soon as practicable, or no later than the next regularly scheduled meeting. Questions and concerns regarding CCB decisions are addressed to the CCB Chairperson(s).

APPENDIX A

CONFIGURATION ITEMS

Appendix A

The CIs listed below are under the control of the En Route & Oceanic Services Domain CCB. Currently, these CIs reflect the primary facilities, systems and products, which provide the required services within the domain. As these CIs, or components thereof are baselined and/or placed under configuration control, they will be entered into the Master Configuration Index and contained in the NAS Subsystem Baseline Configuration and Documentation Listing, NAS-MD-001.

En Route & Oceanic Domain CIs:

EN ROUTE   Current CCB

APET	ANALYSIS PROGRAMS (EN ROUTE/TERMINAL)	AUA-200
CCCH	CENTRAL COMPUTER COMPLEX HOST	AUA-200
CPDLC	CONTROLLER-PILOT DATA LINK COMMUNICATIONS	AUA-200
CPDLC1A	CONTROLLER – PILOT DATA LINK COMMUNICATIONS BUILD 1A	AUA-200
CPF	EN ROUTE OPERATION COMPUTER PROGRAM	AUA-200
CPM	EN ROUTE MAINTENANCE COMPUTER PROGRAM	AUA-200
CPN	EN ROUTE NON-OPERATIONAL SUPPORT COMPUTER PROGRAM	AUA-200
CTS	CODED TIME SOURCE	AUA-200
CTAS	CENTER TRACON AUTOMATION SYSTEM	NAS
CTAS/TMA	CENTER TRACON AUTOMATION SYSTEM/TRAFFIC MANAGEMENT SYSTEM	NAS
DARC	DIRECT ACCESS RADAR CHANNEL	AUA-200
DATIS	DIGITAL AUTOMATIC TERMINAL INFORMATION SYSTEM	AUA-200
DSR	DISPLAY SYSTEM REPLACEMENT	AUA-200
ERAM	EN ROUTE AUTOMATION MODERNIZATION	AUA-200
FAST	PASSIVE DATA INPUT/OUTPUT	NAS
ECG	EN ROUTE COMMUNICATIONS GATEWAY	AUA-200
HNL	HID NAS LAN	AUA-200
MSP	MEDIUM SPEED PRINTER	AUA-200
PAMRI	PERIPHERAL ADAPTER MODULE REPLACEMENT ITEM	AUA-200
TMA	TRAFFIC MANAGEMENT ADVISOR	NAS
TRACS	TRANSPORTABLE RADAR ANALYSIS COMPUTER SYSTEM	AUA-200
URET	USER REQUEST EVALUATION TOOL	AUA-200
URET-CCLD	USER REQUESTED EVALUATION TOOL CORE CAPABILITY LIMITED DEPLOYMENT	AUA-200

OCEANIC & OFFSHORE

ADS	AUTOMATIC DEPENDENT SURVEILLANCE	AUA-600
AOAS	ADVANCED OCEANIC AUTOMATED SYSTEMS BUILD 1 AND 2	AUA-600
ATOP	ADVANCE TECHNOLOGIES AND OCEANIC PROCEDURES	AUA-600
CCCS	CAPSTONE COMMUNICATIONS AND CONTROL SYSTEM	AUA-600

DOTS	DYNAMIC OCEAN TRACK SYSTEM	AUA-600
DOTS PLUS	DYNAMIC OCEAN TRACK SYSTEM	AUA-600
EARTS	EN ROUTE AUTOMATED RADAR TRACKING SYSTEM	AUA-600
ISD	INTERIM SITUATION DISPLAY	AUA-600
MEART	MICROPROCESSOR EN ROUTE AUTOMATED RADAR TRACKING SYSTEM	AUA-600
NAM	NORTH AMERICAN COMMON COORDINATION	NAS
OAS	OCEANIC AUTOMATION SYSTEM	AUA-600
ODAPS	OCEANIC DISPLAY AND PLANNING SYSTEM	AUA-600
OFDPS	OFFSHORE FLIGHT DATA PROCESSOR	AUA-600
OSDS	OCEANIC SYSTEM DEVELOPMENT AND SUPPORT PROGRAM (INCLUDES ODL)	AUA-600
OTFS	OCEANIC TRAFFIC FLOW SYSTEM	AUA-600
RBDER	RADAR BRITE DISPLAY EQUIPMENT REPLACEMENT	AUA-600
TP	TELECOMMUNICATIONS PROCESSOR	AUA-600

SAFE FLIGHT

SF-21	SAFE FLIGHT-21	NAS
SF-21		

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APPENDIX B

CCB MEMBERSHIP

APPENDIX B

The participants of the En Route & Oceanic Services Domain CCB shall be the following individuals, or their designated representatives:

En Route & Oceanic Services Chairperson

- Vice President, En Route & Oceanic Services or designated representative;

En Route & Oceanic Services Executive Secretariat

- Executive Secretariat: En Route & Oceanic Services CM Officer or designated representative;

En Route & Oceanic CCB Permanent Members:

- Director, En Route & Oceanic Program Operations

- Director, En Route & Oceanic Safety & Operations Support

- Director, En Route & Oceanic Finance

- Director, En Route & Oceanic Planning

- Director, En Route & Oceanic Safety & Operations Support

- Director, En Route & Oceanic Western Area Operations

- Director, En Route & Oceanic Central Area Operations

- Director, En Route & Oceanic Eastern Area Operations

- Manager, En Route & Oceanic Administration

- Director, Operations Planning, System Engineering or designated representative

- Manager, Safety Administration

- Director, ATO Information Technology or designated representative

Ad Hoc Technical Advisors, Consultants, and Program Control Specialists will be invited as required

APPENDIX C

ACRONYM LIST

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ATO   Air Traffic Organization
CCB   Configuration Control Board
CCD   Configuration Control Decision
CI   Configuration Item
CM   Configuration Management
ECP   Engineering Change Proposal
FAA   Federal Aviation Administration
IRD   Interface Requirements Document
NAS   National Airspace System
NCP   NAS Change Proposal
OPS   Operations